
Candidate Details.

Please complete this form, Scan and email it to exams@britishcouncil.or.ug along with Proof of Payment.

Name of Candidate: _____

Candidate/Student ID _____

Date of Birth: _____

Telephone contact: _____

E-mail: _____

Institution: _____

Exam Paper: _____

Intended test date: _____

Do you have any special needs requirements due to health/medical/physical conditions? _____

If yes, please specify your requirements below and **contact customer services on +256 (0) 312 560 800** or Email exams department on exams@britishcouncil.or.ug

DATA PROTECTION

British Council complies with data protection law in the UK and laws in other countries that meet internationally accepted standards. You have the right to ask for a copy of the information we hold on you, and the right to ask us to correct any inaccuracies in that information. If you have concerns about how we have used your personal information, you also have the right to complain to a privacy regulator. For detailed information, you can refer to the privacy section of our website, www.britishcouncil.org/privacy

We will keep your information for a period of four months from the time of collection.

I confirm that I, the above-named person will attend the above-mentioned examination on the stated date.

Signed: _____

Date: _____

Note: You are required to confirm your intention to sit for these examinations at least two weeks to the intended test date.

Disclaimer

The British Council and the Examining Boards take all reasonable steps to provide continuity of service. We feel sure you will understand, however, that we cannot be held responsible for any interruptions caused by circumstances beyond our control. If examinations or their results are disrupted, cancelled or delayed, every effort will be made to resume normal service as soon as possible. The British Council's liability will be limited to the refund of the registration fee or re-testing at a later date

Our Bank Details.

Bank: **Stanbic Bank**
Branch: **Corporate Branch**
Account Name: **British Council**
Account Number: **9030005677164**
Currency: **Uganda Shillings**
Swift Code: **SBICUGKX**

Before making a payment, please contact British Council to acquire a payment reference number. Payments without a reference will not be acted upon. Please see “How to Pay” guidance below.

HOW DO I PAY FOR AN EXAM?

Payments should be made only at Stanbic Bank Branches Country wide. Open Monday to Friday, 0830 to 1600 and Saturday 0900 to 1200.

Steps to follow;

- i. Pick a cash deposit slip with British Council logo at the Bank.
- ii. In the Reference No. section, fill in the payment reference number you received from British Council.
- iii. Fill in the rest of the deposit slip and pay to the cashier.
- iv. Send your filled in application form and bank slip by email to exams@britishcouncil.or.ug or deliver it to British Council offices.

Below is an **example** of details that **MUST** be completed on British Council deposit slips;
Payment for an exam for Tembo Ignatius

Candidate's Name	<input type="text" value="Tembo Ignatius"/>
Payment reference	<input type="text" value="UG324272"/>
Depositor's Name	<input type="text" value="Tembo Ignatius"/>

Note: Only deposit slips with this information will be accepted.

For Online Payments: Our Bank Details.

Bank: **Stanbic Bank**
Branch: **Corporate Branch**
Account Name: **British Council**
Account Number: **9030005677164**
Currency: **Uganda Shillings**
Swift Code: **SBICUGKX**

Before making a payment, please contact British Council to acquire a payment reference number. Payments without a reference will not be acted upon.

All Payments will attract a Bank Charge.